



Rugeley Town Council

Minutes of Rugeley Town Council Full Council held at the Rugeley Rose Theatre
7.30pm Wednesday 7th July 2021.

PRESENT:

Councillors:

P Ansell (Vice Chair)	R Dipple
D Gaye	G Grant
C Green	I Hodgson
R Hughes	O Lyons
N Mahon (Chair)	Mrs C Panter-Hood
I Pyke	N Stanley
Ms A Szklarczyk	K Tait-Green
Mrs G Turner	

Also Present:

H Goodreid (Town Clerk)
CCDC Cllr Phil Hewitt
K Roberts (Responsible Financial Officer)
Kelly Watson CCLA

Min No	Item	Action
36 36.1	Apologies Apologies were received from Cllrs Cooney, Gunner, Martin and Williams.	
37 37.1	Declaration of Personal and Prejudicial Interests Cllr Ansell: interest in item 44 as sits on NALC Cllrs Green and Hodgson: interest in items 49 and 52 as traders in town and part of Free Parking Scheme.	
38 38.1	To receive any requests for dispensation None.	
39 39.1	Chair to close the meeting for the public session. There were no members of public in attendance at the meeting and no questions had been presented to the Town Clerk. CCDC Cllr Phil Hewitt was in attendance in his capacity as Cabinet Member for Innovation and High Streets to speak on item 49 and Kelly Watson from CCLA to speak on item 44.	

<p>40 40.1</p>	<p>Chair to reopen the meeting. There being no members of public, the Chair reopened the meeting.</p>	
	<p>Item 49 was heard at this point.</p>	
<p>41 41.1 41.2</p>	<p>To consider approving and signing the following council minutes Full Council Meeting on 2nd June 2021 It was proposed that the minutes of the Full Council Meeting be approved. <i>Proposed: Cllr P Ansell; Seconded: Cllr I Hodgson</i> It was agreed that the minutes of the Full Council meeting be approved.</p> <p>Extraordinary Full Council Meeting on 23rd June 2021 It was proposed that the minutes of the Annual Parish Council meeting be approved. <i>Proposed: Cllr P Ansell; Seconded: Cllr I Hodgson</i> It was agreed that the minutes of the Extraordinary Full Council Meeting be approved.</p>	
<p>42 42.1</p>	<p>Actions Arising Actions arising from the meeting had been completed or were on the agenda for discussion.</p>	
<p>43 43.1 43.2 43.3 43.4</p>	<p>To note the minutes from the following committee meetings: Rose Committee 19th May 2021 Community Engagement Committee 19th May 2021 Planning Committee 26th May 2021 Finance and Management Committee 26th May 2021</p> <p>The minutes were noted.</p>	
<p>44 44.1 44.2 44.3</p>	<p>Banking and Investment Once a council has more than £400k income in a year, the FCSC protection of £85k invested in any one bank no longer applies. Currently RTC is below this £400k level with the precept, but we are getting more successful in gaining grants for various projects and this nudges us over the £400k limit.</p> <p>Kelly Watson from CCLA was invited to the meeting to discuss possible investment options for the town council. CCLA are a partner with NALC and the SLCC and manage investments for charities, churches and local authorities. They manage 3 funds of which 2 are a possible investment option for Rugeley Town Council. All councillors received a copy of Kellys presentation prior to the meeting.</p> <p><u>Public Sector Deposit Fund</u> Short term, daily access, risk spread across up to 54 institutions, no membership fees or transaction fees but a management fee applies (currently 0.05%). Current interest on this fund is 0.04%.</p>	

Signed: *Niamh Mahon*

<p>44.4</p>	<p><u>Local Authorities Properties Fund</u> Longer term investment (best for 5 years +), CCLA owns 250 commercial properties across the UK. Council would need to undertake a suitability assessment prior to signing up for this (approx. £750), there is a management fee of 0.65% taken from income, one off capital fee for tax/fees/charges of around 7%. Return is 4.3 – 4.5% net. Notice period of 3 months to take money out.</p>	
<p>44.5</p>	<p>All information about the companies that CCLA invest with are available each day on this website. Around 400 town and parish councils are invested across the two funds. There is no commissioning agent except for the Suitability Assessment agent.</p>	
<p>44.6</p>	<p>The Finance and management Committee were charged with looking at the Banking and Investment policy to see if the Town Council should invest – any options will be brought back to Full Council at a future date.</p>	<p>F and M Committee to consider the Banking and Investment Policy.</p>
<p>45</p>	<p>Risk Assessment</p>	
<p>45.1</p>	<p>Finance and Management Committee (16th June 2021) had examined the councils Risk Assessment with suggestions for updates to bring it in line with Standing Order Changes, Financial Regs Changes and staffing changes. It was recommended that Cllrs adopt the changes.</p>	
<p>45.2</p>	<p>Cllr Gaye questioned the lack of terms and conditions for a Staffing Panel. Cllrs were advised that at the Annual Meeting (12th May 2021) to not have a standing Staffing Panel but instead to appoint a Staffing panel as an when needed on order that it can be established with the most appropriate councillors for the task in hand. The remit for the staffing panel comes from the Standing orders, Fin Regs, Disciplinary and Grievance policy etc.</p>	
<p>45.3</p>	<p>It was proposed that the council adopt the changes to the Risk Assessment. <i>Proposed: Cllr Hodgson; Seconded: Cllr G Grant</i> It was agreed that the suggested amendments to the Risk Assessment be adopted.</p>	<p>Clerk to update the Risk Assessment and place online.</p>
<p>46</p>	<p>Cultural Recovery Heritage Fund</p>	
<p>46.1</p>	<p>Cllrs were advised that the deadline for the spend of the grant from this fund had now passed. The grant had been awarded to cover the Virtual Filming of the Fringe Festival, the Dive in Cinema (now the Food and Film Festival) and promotion of the Rose theatre as a virtual performance space. We have spent £84,742.98 on the events and staffing.</p>	
<p>46.2</p>	<p>Projected income from the sale of tickets for the Food and Film Festival and from the sale of merchandise was projected to be below what had been anticipated. Any loss of income would require Rose Committee to come to Full Council for subsidy from council reserves.</p>	

Signed: *Niamh Mahon*

<p>46.3</p>	<p>Rose Committee, at its meeting in June 2021, took a decision to charge food trucks £200 per day to attend the Food and Film Festival. The Development Manager has been in touch with potential food providers for the festival and it has become clear that £200 per day is too high. We can only have 500 people per day at the event and the potential revenue from that split between 5 -8 food providers makes that fee unviable.</p>	
<p>46.4</p>	<p>It was proposed that food vendors be charged £35 per day to attend the Food and Film Festival and provide their own stall / gazebo /insurance etc. <i>Proposed: Cllr R Dipple; Seconded: Cllr O Lyons</i> It was agreed that the food and drink providers are charged £35 per day to attend the Food and Film Festival in August 2021.</p>	<p>Development Manager to secure food and drink vendors for £35 per day fee.</p>
<p>47 47.1</p>	<p>Internal Auditor for 2021/2022 It was proposed that Councillors approve the updated schedule of work for the Internal Auditor for 2021/2022. It was further agreed to delegate the authority to appoint an Internal Auditor to Finance and Management Committee when full quotes had been received. <i>Proposed: Cllr N Stanley; Seconded: Cllr R Dipple</i> It was agreed to adopt the revised schedule of work for the Internal Auditor.</p>	<p>F and M Committee to appoint the Internal Auditor.</p>
<p>48 48.1</p>	<p>Business Plan – Quality Gold Award The town council achieved Foundation level of the Local Council Award Scheme in 2017. In 2018 the council achieved the Quality Level. The highest level is the Quality Gold award. In order to achieve this award, the Town Council require a Business Plan. Cllrs received a draft Business Plan for consideration. Town Clerk advised that there were still improvements to be made to the Business Plan to bring it in line with council aspirations. It was proposed that the Town Clerk bring this back to Finance and Management Committee for their consideration. <i>Proposed: Cllr A Szklarczyk; Cllr O Lyons.</i> It was agreed that Council approve the format of the business plan but that the town clerk will bring a more detailed version to F and M Committee for their consideration.</p>	<p>Town Clerk to further develop the Business Plan and Bring to a future meeting of F and M Committee.</p>
<p>48.2</p>	<p>Councillors considered the enforcement of the existing Pedestrianisation Order and development of a working group to pursue the enforcement of the Order in town. It was agreed that the following councillors establish a working group to meet with SCC / Highways / CCDC / Police to develop ways to enforce and protect the town centre from delivery traffic: Cllrs Stanley, Mahon, Dipple and Hodgson.</p>	<p>Cllrs Stanley, Mahon, Dipple and Hodgson to meet to consider the Pedestrianisation Order.</p>
<p>49 49.1</p>	<p>Free Parking Scheme Cllr Phil Hewitt spoke about the Free Parking Scheme operating in Rugeley until 21st September 2021. Shoppers parking in CCDC run car parks can get their parking fees refunded by collaborating local retailers when they spend more than £10 in store. The retailers will be given</p>	

Signed: *Niamh Mahon*

<p>49.2</p> <p>49.3</p>	<p>£500 to cover the cost of these parking fees. The funding for this has come from the Welcome Back to the High Street Fund. This fund has already paid for banners, bunting etc for the Welcome Back to the High Street Artisan Market held on 1st June 2021.</p> <p>For more details of those shops contributing to the Free Parking scheme please go to NEW Car Parking Discount Initiative Cannock Chase District Council (cannockchasedc.gov.uk) Businesses that are interested in taking up this initiative should contact Cannock Chase Council direct.</p> <p>Discussion then looked at pedestrianisation of the town centre – initiatives to get businesses back operating / trading with outside tables etc. was seeing an increase in pedestrians feeling vulnerable by delivery drivers passing through the town centre. The possibility of a meeting with Staffs County Council Highways, CCDC and RTC Cllrs was discussed and reps from RTC would be discussed later in the meeting.</p>	
<p>50</p> <p>50.1</p>	<p>Furloughing of Staff</p> <p>It was proposed that the theatre staff continue to be furloughed until the end of August 2021. <i>Proposed: Cllr N Mahon; Seconded: Cllr G Grant</i> It was agreed that theatre staff continue to be Furloughed until the end of August 2021.</p>	
<p>51</p> <p>51.1</p>	<p>Chairs Event</p> <p>The Chair proposed to hold an event in town to thank the key workers that helped during the pandemic. Consideration was currently being given to holding this event on the 4th September 2021 but would require Community Engagement Committee to consider the cost and work associated with this.</p>	<p>Town Clerk to take to Community Engagement Committee in July 2021.</p>
<p>52</p> <p>52.1</p>	<p>Christmas Tree</p> <p>Town Clerk read an email that Cllr Lyons had received from County Council concerning a Christmas Tree on Stags Leap island. Discussions were still ongoing and would be reported to Community Engagement Committee.</p>	<p>Town Clerk to place on Community Engagement Committee agenda.</p>
<p>53</p> <p>53.1</p>	<p>Administrative Officer</p> <p>Cllrs Mahon and Pyke and the Town Clerk had held interviews for the Administrative Officer on Friday 2nd July and proposed to Full Council that Alison Mantle be appointed to the role. <i>Proposed: Cllr Stanley; Seconded: Cllr G Grant</i> It was agreed that Alison Mantle be appointed as the Administrative Officer to the town council.</p>	
<p>54</p> <p>54.1</p>	<p>Date of Next Meeting</p> <p>The next meeting of Full Council would be Wednesday 1st September 2021 at 7.30pm.</p>	

Signed: *Niamh Mahon*

Date: 1st September 2021

Page 5 of 6

The meeting finished at 9:10pm.

Signed: *Niamh Mahon*

Date: 1st September 2021